

# AESICS User Guide - Manage Users

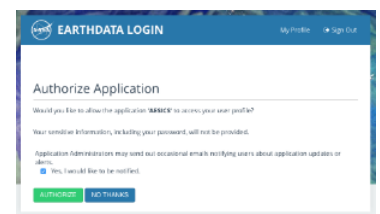
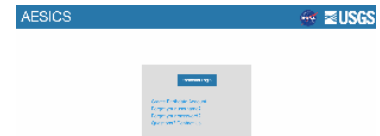
Access to the AESICS web-based GUI is restricted and members are managed at the application level. Users are required to log in with their [Earthdata Login](#) credentials and approve the application. Additional, approved, registered AESICS users are able to manage email groups using the AESICS web-based interface. This section focuses on these pieces of functionality.

- [Access](#)
- [Manage Users](#)

## Access

Initial access to the AESICS system is restricted via Earthdata Login. Any user is capable of authenticating their credentials against the AESICS system as long as they have an Earthdata Login account, however access is restricted via a whitelist of users at the application level. The access process is described in more detail in the steps below with corresponding screenshots of the UI.

1. Users are presented a login screen when visiting the AESICS website.
2. Users log in with their Earthdata Login credentials
  - a. If a user has not authorized the AESICS application to view his or her Earthdata Login profile, the user will be presented an Authorization Splash Screen.
  - b. The user is redirected back to the AESICS website and is initially denied access
3. Previously approved AESICS users are allowed access to the AESICS homepage after logging in.
  - a. Users that receive the denied approval page are instructed to contact User Services, and can then be manually added to the list of approved users following approval from the LP DAAC USGS Government Sponsor.
  - b. The following section illustrates how to add a new user to the AESICS system's approved user list manually via the AESICS web interface.



## Manage Users

Managing approved users to access the AESICS system is accomplished simply via the AESICS web UI. This process is described in detail below.

1. Users must first authorize the AESICS application to view their Earthdata Login profile. (See steps illustrated in the Access section above on how to do this.)
2. After successfully authorizing the application, the users can be manually entered to the list of approved users via the web interface.
  - a. Approved AESICS users click on the Add New User button on the bottom right of the Manage Users section of the AESICS website
  - b. Manually type the Earthdata Login username for the USGS approved user that is to be granted access to the AESICS system and click the Add User button.
3. The user is now granted limited access to the AESICS system and his or her username is displayed in the main Manage Users table.
  - a. NOTE: AESICS users with Admin status have additional capabilities that ordinary users do not. These capabilities include creating a new manual AESICS request as well as updating the status of an existing AESICS request. More detail on this can be found in the [Requests](#) section of this guide.

Users can also view approved AESICS users' Earthdata Login profile by clicking the View link next to their username. A pop-up box displays the profile as it appears on their Earthdata Login profile. This allows AESICS users to verify that the email address assigned to a username is up to date and still valid.

ID	URS Username	Email	Admin	Action
265	cupert123	cupert123@usgs.gov	false	<a href="#">View</a>
266	metdata	metdata@usgs.gov	false	<a href="#">View</a>
486	reynolds	reynolds@usgs.gov	false	<a href="#">View</a>
535	benben	benben@usgs.gov	false	<a href="#">View</a>
546	johson	johson@usgs.gov	false	<a href="#">View</a>
558	lee	lee@usgs.gov	false	<a href="#">View</a>
596	maxima	maxima@usgs.gov	false	<a href="#">View</a>
597	scott.saxon	scott.saxon@usgs.gov	false	<a href="#">View</a>
598	perkins	perkins@usgs.gov	false	<a href="#">View</a>
599	maxima	maxima@usgs.gov	false	<a href="#">View</a>
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### Details for mnlubke

AESICS ID: 4

Full Name: Michael Lubke

Email: michael.lubke.cr@usgs.gov

Organization: SGT

Affiliation: Government Contractor

Is Active: true

Close